

## **LEGAL PROCESSING ASSISTANT TRAINEE**

### **DEFINITION**

Under immediate supervision, performs simple clerical work in support of court work units; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is used primarily in large courts where there is a greater volume of basic clerical tasks that can be segregated from the work requiring in-depth knowledge of court procedures. Legal Processing Assistant Trainees work primarily in files, document control and traffic work units. The Legal Processing Assistant I is distinguished from the class of Legal Processing Assistant Trainee in that the latter is the entry and training class of the series. A Legal Processing Assistant I is expected to train in a variety of work assignments.

### **ESSENTIAL FUNCTIONS**

Sells forms to the public issuing receipts and making change; completes credit card charges; prints forms and makes packets.

Files documents in alphanumeric and chronological filing systems; sets up new case files; retrieves files for viewing and copying; compiles month end numerical counts.

Key enters data from citations into computer system; types form letters.

Receives and distributes mail; makes copies, receives and processes faxes.

Checks and replenishes stock supplies.

Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Six months of general clerical experience that includes providing customer service or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of full-time college coursework (24

semester or 36 quarter units) in office practices, clerical or paralegal studies or closely related field may substitute for a maximum of six months of experience.

### *Knowledge of*

Modern office practices and procedures including filing, operation of standard office equipment, personal computers and business correspondence; basic record keeping systems.

### *Ability to*

Understand, explain, and apply specific statutes, codes, laws, regulations and procedures; prepare and process a variety of legal documents; maintain complex legal records and files; locate, identify and correct technical inaccuracies; enter data into a computer; assist people from diverse socio-economic backgrounds in various emotional states.

### *Special Requirements*

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

## ***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

Revised 12/00